### Student Information System (SIS) – Instructor Help Manual

# Record Student Performance Notes - Click Button D

Note: You can enter performance ratings for students without adding notes at all and in this sense this is an optional feature. It is suggested that you really consider the format and content of comments you wish to enter as they become part of a pull down menu that becomes VERY long and currently cannot be edited. **Developing a bank of standard comments is probably a better way to go – see directions for Create Rubrics – Button G below.** 

Some instructors use the Performance Observed Notes to reference a specific project or the unit student worked on Click here to display Rubric in relation to the duty area. comments in pull down menu Add / Edit Student Duty Performance Notes Back To Main Menu Course: Automotive Technology 1 -<mark>itudent:</mark> Goode, John E. B.-1 Use Rubrics Bank for Duty Duty: Safety -Date Achyd Performance Observed Notes Summary MLR 11/21/2002 Student consistently observes safety procedures and protocols 11/21/2002 **T Button D – Add/Edit Performance Notes** Click here for pull down See note below menu of comments or about what happens rubric statements when these boxes are checked

- ♦ Select Student → Select Duty
- Today's date will enter automatically. You can highlight and change the date if you wish.
- ◆ Type text you wish to enter or select from the pulldown list of comments you have previously used for this duty area.
- Check summary, and the comment prints on Student Task Performance Summary report.
- Check MLR, and the comment prints on Student Performance MLR report.
- Check neither and comment appears on Student Work Sheet reports only.
- Click on "Use Rubric Bank" button if you have developed rubrics for Performance Notes. Directions on Entering Rubrics for Performance Notes (Button G) follow.

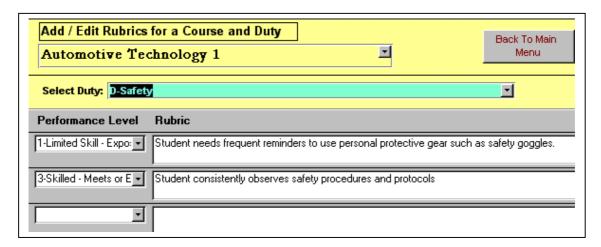
### "View on Reports" Summary and MLR Buttons [see illustration above]

- ◆ On the Student Task Performance Summary Reports only performance notes checked as "summary" will appear on report.
- ♦ On the Student MLR Summary Reports only performance notes checked "MLR" appear on the report.
- ♦ Student Task and MLR Performance Worksheets includes all performance notes.

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# <u>Create Rubrics for Performance Notes</u> – Click Button G

- The benefit of creating comments here is that they can be edited and become part of the comment pull-down menu (if you select "Use Rubric Bank" button).
- ♦ Select Duty
- Select a Performance Level and then write generic text statement that describes student progress in a particular Duty Area.
- ♦ You can create as many statements as you want for the duty area.
- Use pulldown menu to select a different duty.



Screen at Button G – Example of Rubrics for Performance Notes